

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENTS

New Courses Have Been Added!!!!

Attached are **Corporate Training Announcements for the Professional and Technical Skills, Project Management Career Development Program (PMCDP) and Retirement Seminars (February – March, 2011). These courses have immediate open registration.**

Please review each announcement of interest as it provides detailed information regarding course description, learning goals and points-of-contact for your use.

Delivery dates and locations are subject to change. Accommodations for persons with disabilities will be provided upon request.

Please note PMCDP supports the certification of Federal Project Directors (FPDs). A FDP and/or candidate have priority over all other employees enrolled in a PMCDP course. The Office of Engineering and Construction Management's (OECM) decision to remove non-FPDs will be based upon the latest registration request date.

When entering a training request into CHRIS for Professional Skills courses, employees located in the field must enter the advertised cost in the tuition box. Headquarters employees will leave the tuition box blank.

SCHEDULE OF CLASSES

(Click on title to go to course description and logistical information.)

February

<u>Facilitating Groups: The Active Facilitation Approach</u> , February 1, 2011	8
<u>PMCDP - Project Leadership Supervision</u> , February 2 – 3, 2011.....	9
<u>New!!! Understanding, Recognizing and Valuing Diversity</u> , February 3, 2011.....	10
<u>PMCDP - Program Management and Portfolio Analysis</u> , February 14 – 18, 2011.....	11
<u>New!!! Emotional Intelligence: Expanding Your Emotional Quotient</u> , February 15, 2011	12
<u>Mid-Career Retirement Planning</u> , February 16 – 17, 2011	13
<u>PMCDP - Effective Program and Project Communication</u> , February 23 – 24, 2011.....	14

March

<u>New!!! Servant Leadership</u> , March 1 – 2, 2011	15
<u>PMCDP – Capital Planning</u> , March 1 – 2, 2011	16
<u>PMCDP - Scope Management / Baseline Development</u> , March 1 – 3, 2011	17
<u>PMCDP - Advanced Risk Management</u> , March 7 – 10, 2011	18
<u>Changing Dimensions in DOE</u> , March 7 – 10, 2011	19
<u>PMCDP - Leadership in Energy and Environmental Design (LEED) for New Construction and Existing Buildings</u> , March 8 – 10, 2011	20

<u>CSRS Retirement Seminar</u> , March 15 – 17, 2011	21
<u>PMCDP - Cost and Schedule Estimation and Analysis Management</u> , March 21 – 25, 2011	22
<u>FERS Retirement Preparation Seminar</u> , March 22 – 24, 2011.....	23
<u>PMCDP - Acquisition Management for Technical Personnel</u> , March 28 – April 1, 2011	24
<u>Dealing with Difficult People</u> , March 29 – 30, 2011	25
<u>PMCDP - Strategic Planning</u> , March 29 - 31, 2011.....	26

CORPORATE TRAINING ANNOUNCEMENTS

Professional Skills

&

**Project Management Career Development
Program**

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

FACILITATING GROUPS: THE ACTIVE FACILITATION APPROACH

COURSE DESCRIPTION: The move toward more frequent use of groups and teams to accomplish goals has increased demand for skilled facilitators who can help such groups achieve optimal productivity. One method that has emerged and is utilized in this training is the Active Facilitation Approach. As the name implies, this method requires the facilitator to become engaged in the group's processes. However, rather than become involved in the content of the group's work, this method places the facilitator in a leadership role that has significant impact on the group's effectiveness. Although designed for novice facilitators and those who have not yet facilitated a group, the information presented in this program can be helpful to experienced facilitators, whether or not they have ever applied the active facilitation approach.

This session is useful for a wide range of group process settings, including business meetings, team meetings, retreats, work sessions, or other group meetings in which the goal is to make decisions and take action. Facilitating Groups helps you build and/or strengthen your facilitation skills with techniques that are widely accepted by the professional facilitation field and proven to help ensure a successful group process.

COURSE GOALS: The course will teach how to design and prepare for work sessions; how to lead a group discussion; how to establish and work with smaller groups within a large group; how to help groups reach consensus; how to resolve conflict during facilitations and how to evaluate work sessions. Participants could benefit by becoming more confident and competent at leading groups toward consensus and important decisions. Organizations benefit by seeing better results from collaboration and by having trained, unbiased professionals available within the organization to provide the push needed to get work out the door quicker and more effectively.

CHRIS CODE: **000738** **SESSION #:** **0003** **COST:** **\$200**

COURSE DATE: **February 1, 2011** **TIME:** **8:30 a.m. to 4:00 p.m.**

LOCATION: **DOE HQ Forrestal Building - Room GH-043**
 1000 Independence Avenue, SW Washington, DC 20585

TARGET AUDIENCE: Anyone charged with leading or facilitating groups, retreats, teams, or meetings should consider enrolling in this course. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact Learning and Development Training Services: Teri Ayres, Human Resources Assistant at 202-287-5716 or Steven Head, Training Consultant, at 202-586-9512.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
**THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)**

CORPORATE TRAINING ANNOUNCEMENT

PROJECT LEADERSHIP AND SUPERVISION

COURSE DESCRIPTION: This course is required for Level 2 certification in the Project Management Career Development Program (PMCDP). This course is designed to stimulate long-term project management leadership growth, through understanding leadership principles and styles; identifying individual strengths and weaknesses; developing supervision and motivation techniques; building integrated project teams; and organizing and motivating team members. Course topics include: strengths and weaknesses of different leadership styles; ethical and unethical leader behavior; motivational strategies; IPTs; project goals and vision; achieving consensus; and developing confidence and trust within the project team.

COURSE GOAL: The goal of this course is to develop a working-level knowledge of leadership principles, supervision and motivation techniques, conflict resolution techniques; and integrated project teambuilding skills in a project environment.

CHRIS CODE: 001045

SESSION #: 0024

COURSE DATE: February 2 – 3, 2011

TIME: 8:00 a.m. - 4:00 p.m.

LOCATION: Oak Ridge Operations Office
200 Administration Road, Oak Ridge, TN 37831

TARGET AUDIENCE: Level 2 or higher Federal Project Directors, integrated project team members, and prospective Project Directors. Attendees of this course should have at least five years experience in project management and should currently be in a project management position on a project with a total project cost (TPC) of at least \$20M. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions, please contact Missy Seiber at 865-576-3925. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

UNDERSTANDING, RECOGNIZING AND VALUING DIVERSITY

COURSE DESCRIPTION: This comprehensive workshop will broaden understanding of diversity and diversity-related issues in the workplace. Emphasis is given to analysis of changing demographics and their implications for meeting organizational goals and priorities in the future. More specific emphasis is given to cultivating a deeper and more profound appreciation for individual and group differences in order to facilitate optimum levels of interaction and performance in the work environment. Participants will be both exposed to and engage in numerous activities to help them recognize, value, and manage diversity in the workplace.

COURSE GOALS: This course will cover the definition of sexual harassment, quid pro quo sexual harassment and a hostile environment. How to develop greater awareness of societal stereotyping and its impact on achieving organizational goals and outcomes; how to discuss cultural differences in the workplace and how to identify various techniques and strategies for managing a diverse workplace will also be discussed.

Competencies Addressed: External Awareness, Integrity/Honesty, Cultural Awareness, Interpersonal Skills, Oral Communication

CHRIS CODE: **002136** **SESSION #:** **0001** **COST:** **\$200**

COURSE DATE: **February 3, 2011** **TIME:** **8:30 a.m. – 4:00 p.m.**

LOCATION: **DOE Headquarters, Forrestal Building, Room GH-043**
 1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: Managers and non-managers alike will find value in this workshop. If you work in an organization in which the young, old, and everything in between work side-by-side on projects or in teams, this session is indispensable. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the following individuals in the Learning and Development Training Services Division: Heather Barth, Human Resources Assistant at 202-586-8522 or Lenora Porzillo, Training Consultant at 202-586-9518.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

PROGRAM MANAGEMENT AND PORTFOLIO ANALYSIS

COURSE DESCRIPTION: Program Management and Project Portfolio Analysis is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 3 certification and information technology (IT) project management certification, but it may apply to other levels of project director development. This course focuses on collaboration, defending resources, and creative compromise. This automated simulation and case study addresses developing a strategic view of projects, managing priorities among projects, coordinating the information needs of multiple projects across the organization. In addition, the course emphasizes allocating and managing resources across a project organization, preparing project staff to meet future technical and managerial needs, balancing responsibilities for project and functional management, as well as applying project management methods in a complex project setting.

COURSE GOAL: The goal of this computer-based program management simulation is to enable participants to gain hands-on experience in the planning, implementing, and coordinating multiple, and complex projects across an organization

CHRIS CODE: 001025

SESSION #: 0021

COURSE DATE: February 14-18, 2011

TIME: 8:00 a.m. - 4:00 p.m.

LOCATION: Oak Ridge Operations Office,
200 Administration Road, Oak Ridge, TN 37831

TARGET AUDIENCE: Federal project directors, IT project directors, and prospective project directors. Attendees should have at least seven years experience in project management and should currently have a position in a project or program with a total project cost (TPC) of at least 100 to 400 million dollars; however, it will be beneficial to PMCDP participants seeking higher levels of certification and to DOE staff engaged in multi-project planning. (TPC may differ for IT project directors.) ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. These courses are offered at no cost to DOE employees. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions, please contact Missy Seiber at 865-576-3925. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

CORPORATE TRAINING ANNOUNCEMENT

EMOTIONAL INTELLIGENCE: EXPANDING YOUR EMOTIONAL QUOTIENT

COURSE DESCRIPTION: One of the most vital assets a person can have is a high level of emotional intelligence. In this session, participants will become aware of their emotional quotient and discover how to use it for their personal and organizational benefit. The training is based on the work of Daniel Goleman, and it focuses on the skills of listening, self-awareness, understanding, decision-making, and leadership.

COURSE GOALS: This course will cover emotional intelligence's importance to personal and professional success; the four domains of emotional intelligence; how to employ emotions for better decision-making; how to use your EQ to create a conducive work climate for high productivity and how to plan for continual learning and intentional use of EQ in daily actions

CHRIS CODE: 001590 **SESSION #:** 0003 **COST:** \$200

COURSE DATE: February 15, 2011 **TIME:** 8:30 a.m. – 4:00 p.m.

LOCATION: DOE Headquarters, Forrestal Building, Room GH-043
1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: Anyone who wishes to relate better to others, become a better listener and leader and increase confidence and self-esteem should consider this course. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the following individuals in the Learning & Development Training Services Division: Norman Houghtaling, Human Resources Assistant at 202-586-0953 or Cynthia Cole, Training Consultant at 202-586-1004.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

MID-CAREER RETIREMENT PLANNING

COURSE DESCRIPTION: This course is designed to help the participant develop plans that will improve their retirement outlook and position to ensure a healthy, financially sound and rewarding retirement future.

COURSE GOALS: Topics to be discussed include:

- CSRS / CSRS Offset / FERS retirement benefits,
- Social Security,
- Thrift Savings Plans,
- Federal Employees' Health and Life Insurance Programs,
- Lifestyle changes,
- Health and fitness aspects of retirement;
- Financial planning , and,
- Legal affairs / Estate planning.

CHRIS CODE: **000116** **SESSION #:** **0046** **COST:** **\$400**

COURSE DATE: **February 16-17, 2011** **TIME:** **8:30 a.m. to 4:00 p.m.**

LOCATION: **DOE Headquarters, Forrestal Building - Room BE-069**
 1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: Open to employees within 10 – 20 years of retirement. (Attendance of a spouse must be noted on the Standard Form 182, Block 16). ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the Learning and Development Training Services Division: Bradley Tramel, Human Resources Assistant at 202-586-1260 or Gloria "GJ" Johnson, Training Consultant at 202-586-4203.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

EFFECTIVE PROGRAM AND PROJECT COMMUNICATION

COURSE DESCRIPTION: This course is an elective for Level 4 certification in the Project Management Career Development Program (PMCDP). Participants will be introduced to theories and techniques to improve productivity, formulate and implement a planning process, and make better strategic decisions. They will be shown how to make decisions based on strategic plans that give specific direction yet remain flexible enough to respond to changing conditions.

COURSE GOAL: This session will provide participants with hands-on knowledge of the strategic planning process and how to formulate and implement strategic plans.

CHRIS CODE: **001940**

SESSION #: **0004**

COURSE DATE: **February 23-24, 2011** **TIME:** **8:00 a.m. – 4:00 p.m.**

LOCATION: **Canyon School, Central & 4th Street**
 1100 4th Street, Los Alamos, NM 87545

TARGET AUDIENCE: Level 4 Federal Project Directors, prospective Project Directors, and integrated project team members. Attendees should have a minimum of eight years of experience in project management and should currently work in a project management position on a project with a total project cost of at least 400 million dollars. The course may be beneficial to other PMCDP participants or to DOE staff engaged in strategic planning. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. These courses are offered at no cost to DOE employees. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions please contact Learning and Development Training Services Division, Betty Warrior at 505-245-2127. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

SERVANT LEADERSHIP

COURSE DESCRIPTION: Servant leadership is a practical philosophy, which supports people who choose to serve first, and then lead as a way of expanding service to individuals and institutions. Servant leaders may or may not hold formal leadership positions. Servant leadership encourages collaboration, trust, foresight, listening, and the ethical use of power and empowerment.

COURSE GOALS: The goal of this course is to help participants acquire skills to examine and assess your organizational values, examine and practice the principles of Servant Leadership and examine, discuss, and assess the concept and value of good followership in a servant leadership environment.

Competencies addressed in this workshop include, External Awareness, Vision, Service Motivation, Partnering, Political Savvy, and Accountability.

CHRIS CODE: **002092** **SESSION #:** **0002** **COST:** **\$400**

COURSE DATE: **March 1 - 2, 2011** **TIME:** **8:30 a.m. – 4:00 p.m.**

LOCATION: **DOE Headquarters, Forrestal Building, Room GH-043**
1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: All employees who want to improve workplace interactions and reduce incidences of conflict. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the following individuals in the Learning and Development Training Services Division: Bradley Tramel, Human Resources Assistant at 202-586-1260 or Steven Head, Training Consultant at 202-586-9516.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

In partnership with:
THE OFFICE OF ENGINEERING AND CONSTRUCTION MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

CAPITAL PLANNING

COURSE DESCRIPTION: This course is an elective for Level 1 certification in the Project Management Career Development Program (PMCDP). Participants will review capital planning questions they should ask when a non-information technology capital asset project under the DOE O 413.3B, herein referred to as capital asset project, is in each phase of the project's acquisition. The course will review the documents and reports from the budget formulation and acquisition planning processes that can be used to support the DOE's budget submissions to the Office of Management and Budget (OMB). This course tracks the critical decision deliverables, reports, cyclical budget data and narratives in the context of a structured capital planning process and the critical decision model for capital asset projects.

COURSE GOALS: Present the government's structured capital planning process and discuss how it applies to the Acquisition Management System. Learn how to leverage capital assets for strategic outcomes using tools and resources at Federal Project Directors (FPDs) disposal to report information to HQ. Introduce capital planning as a structured process. Demonstrate how the Critical Decision (CD) process for acquiring capital assets provides information to support DOE budget call inputs at each CD point. Provide examples of how project information is used to support the Project Data Sheet (PDS) and OMB Exhibit 300 reporting requirements. Highlight the FPDs' role in each step of the capital planning process.

CHRIS CODE: **002152**

SESSION #: **0001**

COURSE DATE: **March 1 - 2, 2011**

TIME: **8:00 a.m. - 4:00 p.m.**

LOCATION: **Oak Ridge Operations Office
200 Administration Road, #G059, Oak Ridge, TN 37831**

TARGET AUDIENCE: This course is primarily designed for current and prospective DOE Federal Project Directors. Pre-work: Participants - A read-through of the DOE O 413.3B - Come prepared with Project Data Sheet documents and worksheets to reference in the training. Prerequisites: Participants in this course are expected to have, at minimum, the following knowledge base: A basic understanding of the DOE Capital Asset Acquisition Management System, DOE O 413.3B, and the Critical Decision milestones. A fundamental understanding of a typical project management cycle and related project management processes. A basic understanding of the federal and DOE budget cycle and processes and basic understanding of Performance Based Management Contracting.

[\(Back to Page 1\)](#)

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. These courses are offered at no cost to DOE employees. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact Missy Seiber, 865-576-3925. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
**THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)**

CORPORATE TRAINING ANNOUNCEMENT

SCOPE MANAGEMENT / BASELINE DEVELOPMENT

COURSE DESCRIPTION: This course is an elective for Level 2 certification in the Project Management Career Development Program (PMCDP). The course covers a range of project management issues specific to the competency needs of a Level 2 Project Manager. The objective of this course is to prepare students to conduct effective requirements planning sessions and to be able to control scope and configuration changes throughout the life cycle of the project. The course will emphasize Work Breakdown Structure (WBS) development. Some topic areas include baseline development techniques, identifying risk and constraints for requirements, prioritizing requirements, trade-off analysis, iterative requirements management, and scope change/configuration management.

COURSE GOAL: This course is designed to enhance the DOE Federal Project Directors ability to clearly define requirements and scope, develop a defensible baseline, and manage conformance to the baseline throughout the project life-cycle.

CHRIS CODE: 001036

SESSION #: 0012

COURSE DATE: March 1 - 3, 2011

TIME: 8:00 a.m. – 4:00 p.m.

LOCATION: Learning and Development Training Services Division
2309 Renard Place, S.E., Albuquerque, NM 87106

TARGET AUDIENCE: Level 2 or higher Federal Project Directors, integrated project team members, and prospective Project Directors. Attendees of this course should have at least five years experience in project management and should currently be in a project management position on a project with a total project cost (TPC) of at least \$20M. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions, please contact the following individual in Learning and Development Training Services: Ken Hogan, Training Consultant, at 505-245-2112. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
**THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)**

CORPORATE TRAINING ANNOUNCEMENT

ADVANCED RISK MANAGEMENT

COURSE DESCRIPTION: This course is an elective for Level 4 certification in the Project Management Career Development Program (PMCDP). The course will provide students with more advanced treatment of risk management principles and concepts. The training will build upon the concepts included in the basic Risk Analysis and Management course and will review topics that are appropriate for Level 3 and 4 Federal Project Directors. The course also addresses representative project risk management software risk analysis tools, and uses two large capital and operating dollar projects to enhance the learning through case study work.

COURSE GOAL: Provide the participant with an advanced understanding of the concepts and applications of risk and opportunity management, within the context of federally managed DOE acquisition projects.

CHRIS CODE: 001042

SESSION #: 0011

COURSE DATE: March 7 - 10, 2011 **TIME:** 8:00 a.m. - 4:00 p.m.

LOCATION: Richland Operations Office
825 Jadwin Avenue, Richland, WA 99352

TARGET AUDIENCE: Level 4 Federal Project Directors, prospective Project Directors, and integrated project team members. Attendees should have a minimum of eight years of experience in project management and should currently work in a project management position on a project with a total project cost of at least 400 million dollars.
[\(Back – Page 1\)](#)

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. These courses are offered at no cost to DOE employees. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions, please contact the Learning and Development Training Services Division: Semi Bird, Training Consultant, at 509-376-1665. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.
Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

CORPORATE TRAINING ANNOUNCEMENT

CHANGING DIMENSIONS OF DOE

COURSE DESCRIPTION: This course is designed to provide the participant with knowledge of DOE's changing priorities and to provide an opportunity for active participation in DOE's future. Topics for the sessions include: managing for results in DOE; quality focus; environmental priorities; organizational initiatives; laboratory relationships; public policy process; Congressional policy perspectives; exploration of Capitol Hill; performance management; techniques for positive change in DOE; and developing action plans. Workshop include: preparing for change, planning for change; and group feedback.

COURSE GOALS: Provide access to key DOE organizational leaders. Promote interaction with the DOE leadership regarding:

- current and projected DOE policies;
- management systems and techniques;
- the internal and external factors affecting change
- insight into the public policy process;
- and develop group and personal action plans for implementing change.

CHRIS CODE: 000089 **SESSION #:** 0021 **COST:** \$800

COURSE DATE: March 7 - 10, 2011 **TIME:** 8:30 a.m. – 4:00 p.m.

LOCATION: DOE Forrestal Building Room 6E-069
1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: Unless otherwise specified, this course will serve as an excellent experience for all DOE employees. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the Learning and Development Training Services Division: Teri Ayres, Human Resources Assistant at 202-287-5716 or Deborah Jones, Training Consultant at 202-586-4447.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

In partnership with:
**THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)**

CORPORATE TRAINING ANNOUNCEMENT

**LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED)
FOR NEW CONSTRUCTION AND EXISTING BUILDINGS**

COURSE DESCRIPTION: This is a Level 1 elective course for the DOE Project Management Career Development Program (PMCDP). The LEED Implementation Process is a two-day course designed to provide participants with the knowledge to make existing buildings environmentally sound. This course supports the mandate of the Secretary of Energy who has directed that all projects meet the Leadership in Energy and Environmental Design (LEED) Green Building Rating System green initiative goal standards. The course walks participants through the phases of a typical project, using case examples and implementation strategies throughout to reinforce learning and encourage students to apply knowledge to real-life situations.

COURSE GOAL: Topics covered include climate change and building impacts, motivators for green building, conventional versus integrated approaches to building design, construction and operations and the associated benefits. The history of the "green building" movement, the development of the USGBC, the development of LEED, and the relevance of LEED to Executive Orders and Federal initiatives (such as Executive Order 13423) are discussed. Also provided are the five categories of LEED, with in-depth review of the Credit Intents, Requirements, Submittals, Reference Standards, including a case study review for each category and a focus on implementation.

CHRIS CODE: **001936**

SESSION #: **0012**

COURSE DATE: **March 8 - 10, 2011** **TIME:** **8:00 a.m. – 4:00 p.m**

LOCATION: **Panhandle Regional Planning Commission
415 S.W. 9th Avenue, Amarillo, TX**

TARGET AUDIENCE: The target audience should be Level 1 candidates and Level 1 project managers.

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. These courses are offered at no cost to DOE employees. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions please contact Learning and Development Training Services Division: Betty Warrior, Training Consultant, at 505-245-2133. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310. ([Back – Page 1](#))

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

CSRS RETIREMENT SEMINAR

COURSE DESCRIPTION: This seminar is designed to stimulate positive thinking towards proper planning for post-retirement years. Emphasis will be placed on advanced pre-retirement planning rather than specific retirement benefits.

COURSE GOALS: This seminar will cover:

- Civil Service Retirement System (CSRS) benefits
- Other retirement benefits (health benefits, life insurance, and the Thrift Savings Plan)
- Estate planning
- Financial planning
- Tax and legal issues
- Health and fitness or health considerations
- Social security benefits and Medicare
- Life after retirement

CHRIS CODE: 000033 **SESSION #:** 0078 **COST:** \$600

COURSE DATE: March 15 - 17, 2011 **TIME:** 8:30 a.m. to 4:00 p.m.

LOCATION: DOE Headquarters – Germantown Bldg., Room A-410
19901 Germantown Road, Germantown, MD 20875

TARGET AUDIENCE: Open to CSRS and CSRS Offset employees (employees 5 years from retirement) and their spouses (attendance of a spouse must be noted on the SF 182 under "Training Objectives"). ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact Learning and Development Training Services Division: Heather Barth, Human Resources Assistant at (202) 586-8522 or Gloria "GJ" Johnson, Training Consultant at (202) 586-4203.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

In partnership with:
**THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)**

CORPORATE TRAINING ANNOUNCEMENT

COST AND SCHEDULE ESTIMATION AND ANALYSIS MANAGEMENT

COURSE DESCRIPTION: This course is part of the Project Management Career Development Program (PMCDP). It is an elective course for PMCDP Level 2 Certification, but applies to all levels of project director development. This course provides participants with a high-level overview of cost and schedule estimation techniques necessary for successful project management. Participants will receive practical skills training on how to develop independent cost and schedule estimates and how such estimates factor into a project's baseline. The course teaches skills used across the project life cycle, but focuses on estimates developed in project planning and the early stages of project execution (preliminary design). This course prepares the participant to use project scope as the basis for a project's cost and schedule estimates. Participants will be able to:

- Work through aspects cost estimating with actual scenarios and defend the course of action chosen
- Develop a base cost estimate and cost and schedule contingency estimates
- Apply life-cycle costing techniques and validate estimates

CHRIS CODE: **001044**

SESSION #: **0007**

COURSE DATE: **March 21 – 25, 2011**

TIME: **8:00 a.m. – 4:00 p.m.**

LOCATION: **DOE Headquarters, Forrestal Building, Room GH-043
1000 Independence Ave., S.W., Washington, Dc 20585**

TARGET AUDIENCE: Level 2 or higher Federal project directors; integrated project team members; and prospective project directors. Attendees of this course should have at least five years experience in project management and should currently be in a project management position on a project with a total project cost of at least 20 million dollars. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical/registration questions, please contact the Learning and Development Training Services Division: Norman Houghtaling, Human Resources Assistant at 202-586-0953 or Jackie Battle, Training Consultant, at 202-586-9547. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

FERS RETIREMENT PREPARATION SEMINAR

COURSE DESCRIPTION: This 3-day course is designed to stimulate positive thinking toward proper planning for post-retirement years. Emphasis will be placed on advanced pre-retirement planning rather than specific retirement benefits.

COURSE GOAL: This seminar will cover:

- FERS benefits;
- Other retirement benefits (health benefits, life insurance, and the Thrift Savings Plan);
- Estate planning;
- Financial planning;
- Tax and legal issues;
- Health and fitness;
- Social Security benefits and Medicare; and,
- Life after retirement.

CHRIS CODE: **000038** **SESSION #:** **0021** **COST:** **\$600**

COURSE DATE: **March 22 - 24, 2011** **TIME:** **8:30 a.m. to 4:00 p.m.**

LOCATION: **DOE Headquarters, Forrestal Building - Room BE-069**
 1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: **Open to FERS employees only (employees 5 years from retirement) and their spouses.** (Attendance of a spouse must be noted on the Standard Form 182, Block 16).

[\(Back – Page 1\)](#)

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the Learning and Development Training Services Division: Shira Holmes, Human Resource Assistant at 202-586-8449 or Gloria "GJ" Johnson, Training Consultant at 202-586-4203.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
THE OFFICE OF ENGINEERING AND CONSTRUCTION MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

ACQUISITION MANAGEMENT FOR TECHNICAL PERSONNEL

COURSE DESCRIPTION: This course is intended for a non-procurement audience. The course is ideal for program and project personnel involved in generating procurement requests or participating in source selection activities. Participants will receive a solid foundation in the processes and applications of acquisition activities that happen before a contract is awarded. Topics include: ethics; contracting methods; types of contracts; pre-award process; contract administration; and trends in Government contracting.

Course goals: This course will help participants understand the relationship between technical personnel and contracting personnel in the acquisition process and understand and be able to participate in the various contracting and solicitation activities for acquiring services and supplies, including: - Sealed bidding and competitive contracting; - Fixed-price and various types of cost-reimbursement contracts; and - DOE-unique solicitation instruments. The course will also cover how to understand and participate in the key tasks involved in development of a Procurement Request, including: - Definition of requirements; - development of a Statement of Work (SOW); - preparation and application of evaluation criteria; -evaluation of proposals; and - administration of contracts.

CHRIS CODE: **000145**

SESSION #: **0024**

COURSE DATE: **March 28 – April 1, 2011**

TIME: **8:00 a.m. - 4:00 p.m.**

LOCATION: **Environmental Management Consolidated Business Center (EMCBC)**
250 East 5th Street - Room 650, Cincinnati, OH 45202

TARGET AUDIENCE: Project and program personnel and others who are involved in general procurement requests and/or source selection activities. ([Back to Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. These courses are offered at no cost to DOE employees. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact Learning and Development Training Services Division: Vanessa Anderson, Training Consultant, at 505-245-2147. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.

**OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION**

CORPORATE TRAINING ANNOUNCEMENT

DEALING WITH DIFFICULT PEOPLE

COURSE DESCRIPTION: No one likes working with difficult people, but they are an unpleasant fact. If you could learn some handy techniques for dealing with them in a productive way, would your relationships improve? Certainly! This workshop will prepare you to take on problem people, conflict, and negative work situations with a minimum of fallout. If certain people are preventing you from enjoying your work and getting the most from your day, this workshop is for you!

Competencies addressed in this workshop include Flexibility, Conflict Management, Interpersonal Skills, Influencing / Negotiating, Problem Solving.

course goals: The goal of this workshop is to help participants acquire skills to diffuse anger, prevent unnecessary miscommunication and conflict and improve your personal relationships with colleagues and partners.

CHRIS CODE: **000614** **SESSION #:** **0006** **COST:** **\$400**

COURSE DATE: **March 29 – 30, 2011** **TIME:** **8:30 a.m. – 4:00 p.m.**

LOCATION: **DOE Headquarters, Forrestal Building, Room GH-043**
 1000 Independence Avenue, S.W., Washington, DC 20585

TARGET AUDIENCE: All employees who want to improve workplace interactions and reduce incidences of conflict. ([Back to Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment. For organizations not currently using the CHRIS workflow process, please follow your existing interoffice training registration process.

The Office of Learning and Workforce Development (HC-20) will assess the course cost for this training session directly through each Headquarters organization's Working Capital Fund account. Field office participants should register via CHRIS. They should ensure to note the cost of the training course in the tuition field of the training request.

Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC to avoid being charged. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

POINTS OF CONTACT: If you have any logistical questions, please contact the following individuals in the Learning and Development Training Services Division: Norman Houghtaling, Human Resources Assistant at 202-586-0953 or Jackie Battle, Training Consultant at 202-586-9547.

Accommodations for persons with disabilities will be provided upon request.

OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT
LEARNING AND DEVELOPMENT TRAINING SERVICES DIVISION

In partnership with:
THE OFFICE OF ENGINEERING AND CONSTRUCTION
MANAGEMENT (MA-50)

CORPORATE TRAINING ANNOUNCEMENT

STRATEGIC PLANNING

COURSE DESCRIPTION: This course is an elective for Level 4 certification in the Project Management Career Development Program (PMCDP). Participants will be introduced to theories and techniques to improve productivity, formulate and implement a planning process, and make better strategic decisions. They will be shown how to make decisions based on strategic plans that give specific direction yet remain flexible enough to respond to changing conditions.

COURSE GOALS: Provide participants with hands-on knowledge of the strategic planning process and how to formulate and implement strategic plans.

CHRIS CODE: 001043

SESSION #: 0007

COURSE DATE: March 29 – 31, 2011

TIME: 8:00 a.m. – 4:00 p.m.

LOCATION: Canyon School, Central & 4th Street
1100 4th Street, Los Alamos, NM 87545

TARGET AUDIENCE: Level 4 Federal Project Directors, prospective Project Directors, and integrated project team members. Attendees should have a minimum of eight years of experience in project management and should currently work in a project management position on a project with a total project cost of at least 400 million dollars. The course may be beneficial to other PMCDP participants or to DOE staff engaged in strategic planning. ([Back – Page 1](#))

REGISTRATION PROCEDURE: Please use the Corporate Human Resource Information System (CHRIS) Workflow process to request training enrollment, for those organizations currently using workflow. For those organizations not currently using the workflow process, please follow your existing interoffice registration process. The CHRIS registration session status will be closely monitored. If the session has not attained the minimum registration level required, the session will be examined closely for potential cancellation, rescheduling, or relocating. To better ensure completion of your required training, please register early in CHRIS. These courses are offered at no cost to DOE employees. Funding for travel and per diem-related expenses are the responsibility of the attendee's respective organization. Cancellations must be made two weeks prior to the course start date by contacting the session POC. Substitutions may be made at any time prior to the start of the course. For further inquiries, please contact your Training Consultant.

REQUIREMENT: *To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exams.*

POINTS OF CONTACT: If you have any logistical or registration questions please contact Learning and Development Training Services Division: Betty Warrior, Training Consultant at 505-245-2127. For all other PMCDP questions, please contact Linda Ott, Office of Engineering and Construction Management, at 202-287-5310.

Accommodations for persons with disabilities will be provided upon request.